

# ENCRYPTION PROTECTION

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Effective immediately, the CDF is required to implement new procedures in order to comply with State policy to protect personal, confidential, and sensitive information stored on laptops and removable media. (Budget Letter 05-32). These new procedures are especially concerned with information that, if lost or stolen, requires that affected parties be notified.

Anyone working with **confidential, sensitive, or personal** information on laptops and portable media need to ensure they are in compliance with this procedure.

## Definition of Personal, Confidential, and Sensitive data

<b>Personal Information</b>	<b><u>Primary Attributes</u></b>  Individual's <ul style="list-style-type: none"><li>• First name or first initial and</li><li>• Last name</li></ul> In combination with one or more of the Secondary Attributes	<b><u>Secondary Attributes</u></b> <ul style="list-style-type: none"><li>• Social security number</li><li>• Driver's license number or California Identification Card number</li><li>• Account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account</li></ul>
<b>Confidential Information</b>	<b><u>Primary Attributes</u></b> <ul style="list-style-type: none"><li>• Privacy must be maintained at all times.</li><li>• Access limited to only authorized personnel.</li><li>• Non-public information</li><li>• Relates to individual people</li><li>• Under purview of a specific data owner (CDF business process, not CDF IT)</li><li>• Unauthorized release or loss of this information could reasonably be expected to cause legal and/or financial consequences.</li></ul>	<b><u>Examples</u></b> <ul style="list-style-type: none"><li>• Personal information (e.g., name, SSN, birth date, home address)</li><li>• Medical records</li><li>• Legal records</li><li>• Investigations</li></ul>
<b>Sensitive Information</b>	<b><u>Primary Attributes</u></b> <ul style="list-style-type: none"><li>• Loss, unauthorized access, or modification of this information could adversely affect CDF and/or its partners' interests, the conduct of state programs, or the privacy of individuals</li></ul>	<b><u>Examples</u></b> <ul style="list-style-type: none"><li>• Legal records</li><li>• May be public or confidential information</li><li>• Political opinions</li><li>• Religious or other beliefs of a similar nature</li><li>• Physical or mental health/condition</li><li>• Sexual orientation</li><li>• The commission of any offense or criminal record.</li></ul>

**To ensure you are compliant with Budget Letter 05-32:**

- Do not store unencrypted sensitive, confidential or personal information on laptops or portable media.
- Do not expose unencrypted confidential, sensitive, or personal data in an unsecured environment. E.g. leaving a laptop, CD's etc. in an unattended vehicle or unsecured location.
- If the confidential, sensitive, or personal data must be stored on a portable device or media, ensure the data is encrypted.

**Authorized technical solutions to encrypt data**

Technical procedures for implementing encryption are available here: [CALFIREWEB: Information Technology Services \(ITS\) - Enterprise Architecture](#) If you believe you have a need to run encryption or have any questions about these new procedures, call the CDF IT Helpdesk at (916) 324-3541 or contact your Field IT coordinator.

The Department of Finance Budget Letter 05-32 (Policy) can be found here: <http://www.dof.ca.gov/HTML/BUDLETTTR/BL05-32.pdf>

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